



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES ANALYST or ASSOCIATE BUDGET ANALYST
\$2,817-\$4,579 (SSA) or \$4,400-\$5,508 (ABA)
BUDGET AND REVENUE MANAGEMENT BUREAU
BUDGET OFFICE
SACRAMENTO
TWO POSITIONS

The Department of Insurance is seeking an individual who enjoys the challenge of working in a fast-paced, diverse organization. This position is in the Budget and Revenue Management Bureau at our Sacramento downtown location.

RESPONSIBILITIES: Under the supervision / direction of a Staff Services Manager I, this position is responsible for the following specific duties:

- Review, analyze, and evaluate program budget change proposals (BCPs); analyze the fiscal impact and feasibility of a BCP; and makes recommendations for denial/support to upper management.
- Develop budget allotments. Work closely with the program management to monitor and track program allotments and expenditures, develop alternatives for unanticipated funding issues, and prepare customized fiscal reports and other fiscal tools or fiscal statements.
- Monitor and prepare in-depth analysis of expenditure projections on the various components of personal services and operating expenses and equipment. Prepare various fiscal analyses to determine a cost impact or to validate the fiscal status to enable program staff to make informed decisions. Develop recommendations and present to management resolutions for deficits or savings situations as they arise.
- Develop the hourly rates for several of the department's reimbursement billing functions.
- Monitor and track the status of authorized positions on a monthly basis.
- Analyze and prepare the fiscal analysis of proposed and pending legislation.

DESIRABLE QUALIFICATIONS:

- Ability to resolve complex matters while working under tight time constraints.
- Accurately analyze data and independently prepare or evaluate budgetary proposals and justifications, and resolve budgetary issues with the appropriate program area(s).
- Possess a thorough knowledge of CALSTARS reports.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently and in a team environment.
- Familiarity with the state budget process and budget development, including the various schedules that are submitted to the Department of Finance.

07/30/13 tb

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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- Maintain effective working relationships with various levels of departmental management.
- Work proficiently on spreadsheets and database files using Microsoft Excel, Word, and Access applications.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Analyst level or the Associate Budget Analyst and Associate Governmental Program Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Tina Brown, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “Staff Services Analyst #413-195-5157-xxx” or “Associate Budget Analyst #413-195-5284-xxx” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** Applications must be postmarked by the final filing date to be considered. For additional information, please call (916) 492-3351 or e-mail brownt@insurance.ca.gov.

FINAL FILING DATE: August 9, 2013 – Close of Business (5:00 p.m.)

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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